Timelines are created for Children's Support Services (CSS), Special Educational Needs (SEN) and the Education, Health and Care Plan (EHCP).

A timeline is a set of predefined activities that a Caseworker or Administrative Officer follows when dealing with a particular type of involvement.

If a timeline has been associated with an involvement, a System Administrator must assign permissions to delete the timeline.

## Assigning Permissions to Delete a Timeline

To assign permissions to delete a timeline:

1. Select **Focus | CSS Service Teams Administration | CSS Service Teams Enquiry** to display the **CSS Service Teams Definition** page.

   The **Service Team Name** is populated.

2. Select the **Timelines can be Deleted** check box.

3. Click the **Save** button.

   For more information on setting up a service team, see *RG_Services_Service Teams*.
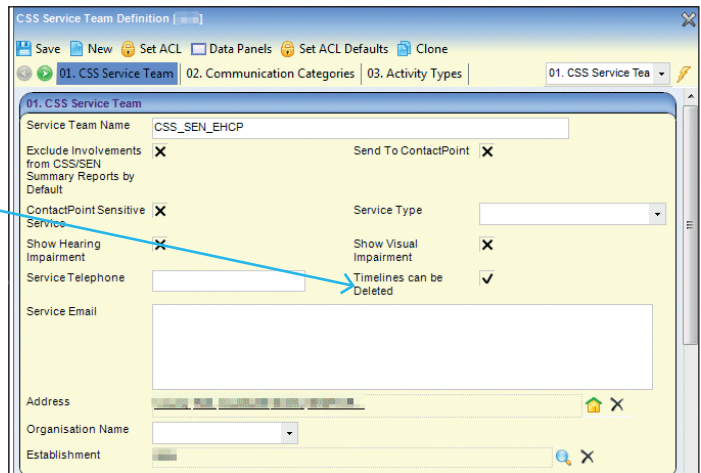


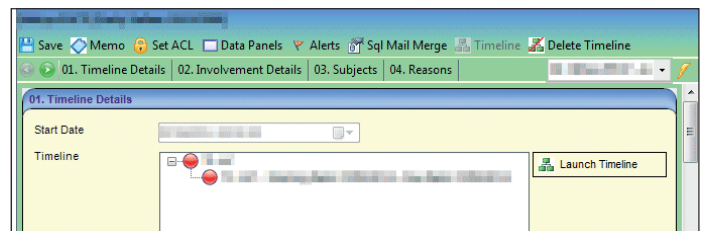## Deleting a Timeline

To delete a timeline:

1. Select **Focus | People | Students | Student Details | Involvements** to display the **Involvement Summary** page; the first panel is **Timeline Details**.

2. Click the **Delete Timeline** button; the following message displays:

   *Are you sure this timeline should be deleted? Once a timeline is deleted it cannot be retrieved. It will be completely removed from the system. However any Correspondence or Communication items which were generated from the timeline will remain in the system.*

3. Click the **Yes** button to delete the timeline.

   Deleting a timeline that is linked to an involvement does not affect the timeline template.

   Correspondence and communication logs can be deleted via the **Communication Log** link in the **Links** panel.



**Related Reference Guides:**

- RG_Services_Service Teams
- RG_Involvements_Creating an Involvement Form
- RG_Timelines_Creating a Timeline
- RG_Timelines_Using a Timeline
- RG_Timelines_Printing a Timeline
- RG_Timelines_Timeline Details Summary

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